

Request to Increase Departmental Budget Dollars

Effective October 1, 2015 (Resolution # 15-2922), the City Administrator and Council President must pre-approve all increases of departmental budget dollars prior to expenditure of funds or submission to council. After the City Administrator and Council President give approval, the request must go to council approval prior to the expenditure of funds.

Instructions:

Complete items below and submit to the City Administrator and Council President. Once the request is approved, a Resolution must be submitted in Legistar requesting the Mayor and Council to amend the budget.

Department Head

Chad Christian

Department

Engineering

Budget Category

Departmental

Date Submitted

March 31, 2022

If Personnel Accounts, Approval from Human Resources Director is required.

Signature & Date

Reason for Increase:

Yellowhammer Engineering will assist the City with grant writing and evaluation of potential funding opportunities for priority capital improvement projects.

Amounts of Funds Needed

Account Number & Name

\$25,000

100-3020-6020 Consultant/Professional Fees

\$

\$

Approval by City Administrator

Signature

Date

Approval by Council President

[Signature]
Signature

4-7-2022
Date

Finance Department Use Only:

Budget Adjustment Posted:

Resolution #

Signature

Date

******* THIS COMPLETED DOCUMENT MUST BE ATTACHED TO AGENDA REQUEST IN
LEGISTAR *******